



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

11 FEBRUARY 2011

MEMORANDUM FOR All personnel assigned and attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy # 14- Outprocessing Requirements

1. Supersedes all previous versions of policy letter #14
2. Personnel are authorized five working days out process prior to Permanent Change of Station (PCS) or Expiration of Service Agreement (ESA)/Expiration Term of Service (ETS).
3. Supervisors will ensure that personnel are afforded this time to take care of personal business and complete the unit and installation out processing checklist.
4. A PCS DA31 is required to receive a copy of your PCS Orders. Review the out-processing procedures at the USASD website: <http://www.jackson.army.mil/sites/school/pages/1110/WELCOME>
5. If your next PCS assignment is to a stateside location (CONUS), complete and submit your out processing packet NLT 45 days prior to your report date TDY starting date or desired departure date to ensure prompt and accurate (whichever comes first).
7. If your next PCS assignment is to an overseas location, complete and submit your out processing packet NLT 90 days prior to your report date TDY starting date or desired departure date to ensure prompt and accurate (whichever comes first). Forms requiring a physician may be completed by a civilian doctor if the nearest Army Military Treatment Facility is not within 60 miles or one hour's drive.
8. Required forms for overseas PCS include:
 - a. DA Form 4036-R (Medical/Dental Preparation for Overseas Movement). A physician must complete 14 through 24, and verify the HIV test results on back bottom of this form. Disregard dental evaluation unless assigned to an isolated area. CONUS to OCONUS PCS HIV tests must be updated within six (6) months of report date.
 - b. DA Form 5121-R (Overseas Tour Election Statement). Read carefully and complete as appropriate. This form determines election for movement of family members to OCONUS tour.
 - c. DA Form 4787-R (Reassignment Processing). This is your request for pinpoint assignment.

9. IAW AR 608-75 if you are requesting family travel and NOT on assignment to a dependent restricted tour the following is required to include the above; even if your family members are not enrolled in the Exceptional Family Member Program (EFMP). The process for family travel request will not begin until all forms are completed.

a. DA Form 5888-R (Family Member Deployment Screening Sheet). This form must be completed by a physician for all family member.

b. DA Form 7246-R (EFMP Screening Questionnaire). This form must be completed by a physician for all family members.

c. One of the following for each family member: Family Member Overseas Screening Physical Exam Letter or the SF 506 (Physical Exam Sheet).

10. If one or more of your dependents are EFMP warranted a DA Form 2792 (Exceptional Family Member Medical Summary) or DA Form 2792-1 (Exceptional Family Member Special Education/Early Intervention Summary) is required.

11. Request for PCS Travel Advance or Pay Advance, must be submitted NLT 10 days prior to your sign out date. If forms are received after the 10 days, forms will be returned without action IAW DFAS 37-1.

a. Requests for Advance Pay. All Soldiers requesting an advance of basic pay for a PCS move must prepare DD Form 2560 (Advance Pay Certification/ Authorization). The completed DD Form 2560, with a copy of PCS orders attached, will be sent to the serving DMPO or unit commander, when required, for forwarding to the servicing DMPO. The unit commander will approve/ disapprove all requests for advance of pay.

b. Justification. Justification is required when any Soldier requests (1) a second advance, (2) an advance of more than one month's basic pay less deductions, (3) more than a twelve month repayment schedule, (4) payment earlier than thirty days before departure, or (5) payment later than sixty days after arriving at the new duty station. The justification must be in writing and must itemize expenses incurred, extenuating circumstances, and/or severe hardships that would be considered exceptions to normal circumstances.

12. An advance pay is NOT intended to provide funds for such items as investments, vacations, or the purchase of consumer goods that are not the result of direct expenses resulting from the service member's PCS orders.

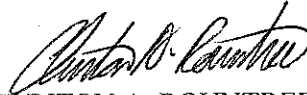
13. For additional questions/concerns, please contact the Finance Section at 803-751-7689-5372/5564/9824/0835.

14. For additional questions/concerns, please contact the Out-Processing section at 1-800-856-3801, COM 803-751-5393/6452, or DSN 734-5393/6452.

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SUBJECT: Policy # 14- Outprocessing Requirements

15. The point of contact for this memorandum is the undersigned at 803-751-5305.

A handwritten signature in black ink, appearing to read "Clinton A. Rountree".

CLINTON A. ROUNTREE
CPT, AG
Commanding



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MEMORANDUM FOR All personnel assigned and attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum # 15 – **Gainful Employment**

1. Gainful employment is a temporary duty assignment granted to certain students transitioning from one training program to another, but for no more than 60 days in length. This program will not serve the purpose of saving accrued leave. If a student has use-or-lose leave, they will be required to take a determined amount of chargeable leave days to fulfill the Army's policy on use-or-lose before starting gainful employment. **Extensions for gainful employment will not be approved.** Gainful employment is a privilege, not a right.
2. The nature of Gainful Employment is to address the needs of students that transition from one training program to another who will enter into excess leave status while between programs. Students that request this duty must be transitioning from one USASD-sponsored program to another USASD-sponsored program, meaning the student's parent organization must remain with the USASD. Requests that do not fall within these parameters are evaluated on a case-by-case basis, but are not normally approved.
3. Requests for Gainful Employment must be received at USASD no later than 15 days prior to the requested start date of employment. Just because a student meets all the criteria for gainful employment, requests are not automatically approved; each request is evaluated separately and balanced against accrued leave days.
4. A student will not initiate Gainful Employment until a signed memorandum of approval is received from the USASD Commander. Those that begin Gainful Employment without receiving an approval will be required to initiate a DA 31 immediately.
5. Once you have received an approved Gainful Employment, you are still required to submit a DA 31 and fully out-process in order to receive your PCS orders. Remember, you are authorized five days to clear before starting PCS leave. If PCS leave begins after gainful employment, you are still required to submit a DA 31 and out-processing paperwork during the five clearing days to ensure you receive your PCS orders accordingly. In the event forecasted leave days need to be revised, the USASD will accommodate your request.
6. The point of contact for this memorandum is the undersigned at (803) 751-5305.

A handwritten signature in cursive script, reading "Clinton A. Rountree", is positioned above the printed name.

CLINTON A. ROUNTREE
CPT, AG
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MEMORANDUM FOR All personnel assigned and attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy # 16 – Uniform Policy for United States Army Student Detachment Personnel Attending Civilian or Military Colleges/Universities and Staff Schools of other services

1. Due to limited funds, the Student Detachment is unable to issue the unit insignia or the unit patch. Because of this constraint, it is highly recommended that you wear the unit insignia, beret, and patch from your last duty station. Personnel requiring DA Photos in preparation for promotion boards are advised to acquire the appropriate unit patch and insignia as stated on the Officer Record Brief.
2. If you prefer to wear the unit patch (171st Infantry Brigade) and unit crest (10TH Infantry Regiment) of USASD permanent party personnel you can do so at your own expense by contacting the catalog service at Fort Sam Houston at 1-800-527-2345.
3. Point of contact for this memorandum is the undersigned at (803) 751-5305.


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11 February 2011

MEMORANDUM FOR All personnel assigned and attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy Letter # 17 – **Post-Deployment Health Reassessment (PDHRA)**

1. In response to the Vice Chief of Staff's directive dated 18 June 2007, the USASD will require all assigned personnel to comply with the Post-Deployment Health Reassessment (PDHRA). This assessment tool was designed to identify physical and mental health concerns of Soldiers 90 to 180 days after redeployment and has therefore been integrated into the USASD Inprocessing packet.
2. Every Soldier that has redeployed from a combat zone is required to complete the PDHRA. While your geographic location is untraditional for the regular Army, the USASD will assist, regardless of location, in order to satisfy this urgent requirement.
3. Completing the PDHRA is a two part process. Part I consists of completing the Battlemind II brief and DD 2900 via AKO. Part II requires a one-on-one interview with a military health care provider. If there is no military treatment facility (MTF) within 50 miles of your location, contact the PDHRA Call Center at 1-888-734-7299 to complete one-on-one telephonic interview.
4. Completion of the PDHRA is a required action to complete in-processing with the USASD. As such, failing to comply will directly affect the processing of your personnel and finance related transactions.
5. The action officer and point of contact for this memorandum is SGT Aldrich, Lorna at (803) 751-5390 or lorna.aldrich@conus.army.mil.
6. The point of contact for this memorandum is the undersigned at 803-751-5305.


CLINTON A. ROUNTREE
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MEMORANDUM FOR All Personnel Assigned and Attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy Letter # 18- **Suicide Prevention Program**

1. References:

- a. Army Suicide Prevention Program Guide for Installations and Units, 15 March 2008.
- b. AR 600-20, Army Command Policy, 18 March 2008.
- c. 4-10TH Infantry Battalion Policy Memorandum #7, Suicide Prevention, 19 June 2009.

2. Soldiers are the heartbeat of our Army. Suicide is a tragic event that affects the soul of our families, friends, and the unit. I am absolutely committed to protecting the emotional health and mental fitness of each of our Soldiers, civilians, and Student leaders.

3. With the complexity and geographical dispersion of the USASD population, it is paramount that we encourage open and honest communication, ensure that our fellow leaders are educated on the mental health resources available to them, and take a vested interest in the mental health and well being of our team. There are several methods that we will use to ensure that we collectively meet this intent.

a. **Training.** Suicide Prevention training is mandatory for all Soldiers, Civilians, and Student leaders regardless of location. Every student will view the "Beyond the Front" Suicide prevention module provided on the USASD web page and submit the certification memorandum during in-processing. Re-training and certification is a mandatory requirement during the semi-annual PAI. Permanent party Soldiers and civilians will complete scheduled semi-annual training in accordance with the training schedule.

b. **Leader checks.** Leaders must get ahead of the power curve-we need to take the steps to identify our high risk Soldiers and provide them assistance before they enter into a suicidal state. Take the time to get to know your peers, leaders, and subordinates. Don't be afraid to talk to each other, ask the hard questions, and nurture your relationships. Developing an environment of trust and open communication is the first line of defense against suicide.

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SUBJECT: Policy Letter # 18 - **Suicide Prevention Policy**

c. **Outreach.** I encourage each of our Student Leaders to pursue different methods of outreach. Ensure that you make connections with other Soldiers and leaders in your area. Continue to communicate with your mentors. Most importantly, take a moment to periodically contact the leadership and staff within the student detachment. We want to know how you are doing. Your well being is our mission.

d. **Immediate action.** If a Soldier, civilian, or Student Leader within the organization demonstrates suicidal behavior, it is imperative that you contact either me or the 1SG immediately. It is urgent that we get them to a chaplain, emergency room, or mental health services swiftly.

4. I implore each of you to become actively engaged in preventing suicide. Our collective actions will only serve to strengthen our team and demonstrate our dedication to the USASD team.

5. The point of contact for this memorandum is the undersigned at (803) 751-5305.



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MEMORANDUM FOR All Personnel Assigned and Attached to the United States Army Student Detachment (USASD).

SUBJECT: Policy Letter # 19 - Commander's Critical Information Requirements (CCIR)

1. References:

- a. AR 190-140, Serious Incident Report, dated 9 February 2006.
 - b. 4-10TH Infantry Regiment Battalion Policy, Memorandum # 19, Battalion Commander Notification Requirements, 19 June 2009.
2. The well-being, safety, and care for the Soldiers, civilians, and Student leaders of the USASD is my number one priority. To ensure that critical resources are provided to our population in a timely manner, it is imperative that CCIRs are communicated to the command team quickly and in detail.
3. The following occurrences are CCIR for this command.
- a. Death or serious injury of any cadre member, civilian employee, Student leader, or immediate family member of cadre member occurring on or off installation.
 - b. Injury of any member of the unit causing loss of limb, eyesight, or serious medical emergency.
 - c. Incarceration of cadre or Student leader.
 - d. Suicide attempt or gesture.
 - e. Injury or incident involving a fire arm.
 - f. Heat Stroke or
 - g. Any incident of sexual assault or

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SUBJECT: Policy Letter # 19 - **Commander's Critical Information Requirements (CCIR)**

h. Any incident involving cadre, Student Leader, or family member that will result in a blotter report or civilian police report.

i. Any child abuse or domestic violence incidents.

j. Any training accidents that result in injury to cadre or civilians.

k. Hospitalization of Student leader for anxiety, depression, or Post Traumatic Stress Disorder.

4. Any item fitting the criterion of a CCIR must be reported to either myself, the 1SG, or the office manager within 24 hours of the incident. Reports can be sent via phone, email, or in person. Ensure that your report can answer the 5 W's (who, what, when, where, why). Telephonic reports will include both good a phone and email POC. Follow up reports on incidents that cannot be resolved immediately are required within five days of initial report. Additional follow up requirements will be evaluated on a case by case basis.

5. If you are unsure as to whether your incident fits the criterion of a CCIR, contact us immediately. It is better to be overcautious than to provide no warning of a potentially serious situation.

6. The point of contact for this memorandum is the undersigned at (803) 751-5305.



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